

SOP 25 - Ordering Radioactive Materials (RAM) at the Stuttgart Location – Permit # 5592

EFFECTIVE DATE: 05/23/04

PURPOSE: To provide a consistent procedure for ordering and record keeping associated with RAM.

- A. Call company and obtain quantity and price quote for RAM.
- B. Call LAO office to obtain P.O. number.
- C. Record PO # on new RSS-83, fill in blanks where possible, fax to Radiological Safety Staff (RSS).
- D. (Keep fax transmission log.)
- E. RSS returns signed/approved RSS-83 with approval number in upper left corner.
- F. Order RAM:
 - 1. fill out AD-700 with PO # and RSS-83 approval number.
 - 2. copy AD-700 and send copy to LAO office.
 - 3. keep original AD-700 (step 10)
 - 4. call-in order to company.
- G. Within 3 hours of receiving order, perform package survey and obtain counter (LS or Gamma) results. Label results/printout with sample identifications.
- H. Obtain Location Radiation Protection Officer (LRPO) or permitted user approval of counter results.
- I. Once counter results are approved:
 - 1. attach results to RSS-83
 - 2. fill out appropriate sections of RSS-83
 - 3. fax RSS-83 with attached counter results to RSS. (Keep fax transmission log.)
- J. Make copies of invoices and packing slips:
 - 1. copy to LAO office
 - 2. original for user's own files
 - 3. copy for LRPO records (**optional**)
- K. For LRPO files - staple documents in the following order:
 - RSS-83
 - labeled counter results of package survey results
 - AD-700 (**optional** – can be held at user level)

- packing slip (**optional** – can be held at user level)
- invoice (**optional** – can be held at user level)
- cautionary information included in shipping container. (**optional** – can be held at user level)
- Fax transmission reports (steps 3 and 8.c) showing completed “O.K”

Upkeep of RAM inventory, disposal, and facilities contamination surveys are covered in the RSS Permit Conditions. For further information contact Steven D. Rawles, LRPO @ SNARC: 870-673-4483 x228.